

BACE

Biotechnician
Assistant
Credentialing
Exam

AY 23-24

PPT

PROCTORING SCRIPT FOR PAPER & PENCIL TESTING

This document contains the proctoring script for the Paper & Pencil Exam. Proctors should follow this script closely. The script is formatted to indicate action required by the proctor and when the script is covering the exact language provided to the candidate in their exam booklet. Please refer to the list below for details.

- **[Red, bracketed text]** - Required action or task for the proctor
- **Black text** - Proctor script (indicates language NOT included in the candidate exam booklet)
- **Blue text** - Proctor script (indicates language included in the candidate exam booklet viewable by the candidate)

The Site Administrator and the Exam Proctor should use the [BACE Administration Procedures](#) as the preparation checklist for the exam administration process.

PPT EXAM STARTUP SCRIPT (~15 MINUTES)

[Pre-distribute pencils and basic non-programmable calculators for the candidates. Read the following to start the exam.]

Greeting

"On behalf of Biotility at the University of Florida and _____ **[insert Exam Site name]**, I want to welcome you to this exam session and wish you success in your efforts today.

"If at any time during the following instructions you have a question, please raise your hand.

"At your desk you should have a basic calculator and a pencil. If you are missing these items, please raise your hand.

Exam Booklet Distribution

"In a moment I will distribute your BACE exam booklets. DO NOT open your exam booklet until instructed.

[Distribute the exams one at a time to the candidates in numerical sequence. Do not have the candidates pass booklets across rows. Once each candidate has received an exam booklet, continue with the instructions as follows.]

Exam Rules

"The exam rules and academic honesty policy are posted on the cover of your exam booklet.

"While we review these instructions, please print your first and last name, AS THEY APPEAR ON YOUR ID, and today's date, _____ [insert date] in month-day-year format on the lines provided.

"The following exam rules must be observed at all times during the exam session:

- "Do NOT open your exam booklet until instructed.
- "Do NOT communicate with other candidates during the exam.
- "Do NOT leave the testing room until your Exam Materials are returned to a proctor.
- "External references (such as books, notes, websites, etc.) are NOT permitted.
- "Cell phones, food, drinks, bags, and all other personal items are NOT permitted.

"If you still have any of these items, store them _____ [insert designated location]. And, please turn off your cell phone before you put it away.

- "All answers must be recorded on your answer sheet. Instructions for how to fill out the answer sheet are located on the back of this booklet. WE WILL REVIEW THOSE INSTRUCTIONS TOGETHER IN A MOMENT.

"The Academic Honesty Policy states, 'it is prohibited to accept assistance from, or give assistance to, other candidates. Copying, photographing, or recording of **any** part of the exam is not permitted. If you witness any violation of this policy, you should report it directly to your proctor or Biotility'.

"If you fully understand the exam rules and academic honesty policy, and understand that failure to follow these rules can result in immediate disqualification, please sign on the signature line.

"If you have any questions about the rules, please raise your hand. [Wait for all candidates and answer any questions before proceeding.]

Exam Instructions

"Please break the seals on your exam booklet, take out the **Station Evaluation Sheet** and **Exam Answer Sheet** inserts, and close your exam booklet. We will now review and perform the Exam instructions, which are located on the back of your exam booklet.

Completing the Station Evaluation Sheet

"We will complete the **Station Evaluation Sheet** first. This document will be collected and used when evaluating your performance at Stations 4 and 5.

1. "First, verify the Exam Serial Number matches the Exam Serial Number on your BACE Exam Booklet. Please raise your hand if they do not match.
2. "Next, print your first and last name AS THEY APPEAR ON YOUR ID and today's date, _____ [insert date] in month-day-year format on the lines provided.

"If you are unsure whether you have filled in the information properly, raise your hand and I will assist you.

[Have the Skills Evaluator collect the *Evaluation Sheets and organize them in numerical sequence*. Do NOT have the candidates pass sheets across rows. Once all the evaluation sheets are collected, continue with the instructions as follows.]

Completing the Exam Answer Sheet Cover Page:

"On your Exam Answer Sheet:

1. "First, verify the Exam Serial Number matches the Exam Serial Number on your BACE Exam Booklet. Please raise your hand if they do not match.
2. "Next, please enter _____ [insert Exam Site name] as the Exam Site name, today's date in month-day-year format, and your email address on the lines provided. [Note: Candidates who provide school email addresses will be responsible for updating their email address with Biotility when the school account is closed.]
3. "Finally, in the First and Last Name box, write in your first and last name AS THEY APPEAR ON YOUR ID and fill in the appropriate bubbles. Please use spaces and hyphens, which are located at the bottom of the matrix, when needed.

"Please ensure that your name and email address are accurate and legible. Biotility will use this information to issue your official credential.

"If you are unsure whether you have filled in the information properly, raise your hand and I will assist you.

[Wait for all candidates to complete this process and answer any questions before proceeding.]

Exam Answer Sheet Instructions

"All answers must be recorded on your answer sheet.

"You will NOT receive credit for any questions you answer incorrectly, leave blank, or write in your exam booklet. You do NOT receive credit for incorrect answers, but you are also NOT penalized for incorrect answers. Therefore, it is to your benefit to answer all questions before submitting your exam.

"You must use a pencil to complete the answer sheet. If you need to change an answer, erase it completely without damaging the answer sheet.

Do NOT use your answer sheet as scratch paper. Do NOT write in the margins or make stray marks on your answer sheet.

All exam questions will be either multiple choice or numeric questions. The answer sheet rules demonstrate how to complete each type of question properly.

- For multiple choice questions: Select one answer for each question and fill in the appropriate bubble completely.
- For numeric questions: Starting in the left or right column, write in the numeric answer and leave extra columns blank. Fill in the appropriate bubbles completely. Do NOT include the unit abbreviation (such as microliters, grams, etc.).

A numeric question may ask for significant figures, a specified number of decimal places, or no decimals. It is important to follow the directions in each question. Therefore, it is critical to:

1. use significant figures ONLY when specifically indicated by the question, and
2. abide by the required number of decimal places designated in the question.

Are there any questions about the Exam Answer Sheet Instructions we have just covered?

[Answer any questions before proceeding.]

Laboratory Station Instructions

Next we will review the Laboratory Station Instructions. Please turn to page two of your exam booklet.

[Wait for all candidates to complete this process.]

Questions 1 – 12 in your exam booklet are associated with the seven laboratory stations located throughout the room. Each station is clearly indicated with a sign. [Walk to each station and announce the station number.]

You will have a single turn at each station. Each station will take approximately five (5) to ten (10) minutes to complete. If you exceed the maximum time limit of fifteen minutes, a proctor will ask you to reset the station and return to your seat. **You do NOT need to complete the stations in order.** When all stations are occupied, you should work on the non-station related questions throughout your exam booklet.

- You may move into any unoccupied station at any time throughout the exam. However, occasionally you may be called or directed to an unoccupied station.

MANAGING STATION AVAILABILITY DURING THE EXAM SESSION

The Exam Proctor should actively oversee the *general* flow of candidates to and from the stations. **However, you do not need to time each station.**

Take action if you notice:

- A candidate has exceeded 15 minutes at a station. Please pay particular attention to Stations 2 & 3.
- A station has been unoccupied for more than 5 minutes.
- Candidates remain hesitant to engage stations.

Refer to the In Session Announcements for the appropriate language and action for each case.

- "Prior to moving to a station, you should complete the question you are working on.
- "Please remember to take your exam booklet, answer sheet, calculator, and pencil with you to the station.

"You should approach each station systematically. At each station, you should:

1. Read the Station Instructions, Station Questions, and Station Reset Instructions.
2. Perform the Station Instructions and answer all associated Station Questions.
3. Record your answers on your answer sheet.
4. Reset the station to its original arrangement using the Station Reset Instructions, and indicate you have performed each step of the directions by checking the box to its left.

"When resetting the station, make sure NOT to dispose of critical station supplies, such as solutions and reagents needed to perform the tasks at each station.

5. Lastly, check off the corresponding station number below to help you track completed stations, and then return to your seat.

"Are there any questions about the Laboratory Station Instructions we have just covered?

[Answer any questions before proceeding. Do not answer questions about Station 1 content.]

"PLEASE CLOSE YOUR EXAM BOOKLETS FOR THE REMAINING INSTRUCTIONS.

Assign Stations

[Using the Candidate Sign-in Sheet and the language below, assign one candidate to each station and have them move to their assigned station.]

"I would like the following candidates to move to the stations.

- _____ [Insert candidate name], please go to station 1.
- _____ [Insert candidate name], station 2.
- _____ [Insert candidate name], station 3.
- _____ [Insert candidate name], station 4.
- _____ [Insert candidate name], station 5.
- _____ [Insert candidate name], station 6.
- _____ [Insert candidate name], station 7.

"Please remember to return to your seats once you complete a station, and that anyone may move into any unoccupied station at any time throughout the exam.

Start Exam

"Before we start the exam, I would like to address a few rules that are not in your exam booklet.

- "Restroom breaks are permitted, but only one person at a time will be permitted to leave the room. While on a break, do NOT talk with anyone outside the room. You will not be granted any additional exam time to make up for time spent outside the exam room.

- “I am unable to answer questions about the content on the exam. However, if you need assistance with the exam process, please raise your hand and I will assist you. Please notify me immediately if:
 - Your exam booklet is missing a page or has poor print quality
 - You need clarification on how to complete the answer sheet
 - Or if you have a problem at a station that prevents you from completing the tasks, such as missing supplies or malfunctioning equipment

“You are allowed 4 hours to complete the exam. If you finish the exam early, raise your hand and I will come and collect your Exam Materials. Once all materials have been accounted for, you will be permitted to leave the room.

“You will not receive a score today. Your teacher will be notified of your scores within two weeks. Are there any questions? **[Answer candidate questions.]**

“Remember, you are not permitted to communicate with other candidates during the exam. If you have a question, raise your hand and I will come to you.

“It is now _____ **[insert the exact time]**. The exam will end at _____ **[insert the stop time]**. Please open your exam booklets and begin now. **[Document the start time on the Candidate Sign-in Sheet.]**

In Session Announcements

[During the exam process, use the following language when appropriate:]

- “Station(s) ____, ____, and ____ are available. **[Announce station availability and repeat as necessary.]**
- “Station ____ is available. Please complete the question you are working on and move to the station. **[Discretely call a candidate to a station.]**
- “You have exceeded the time to complete this station, please reset the station according to the instructions. If all candidates complete the station prior to the end of the exam, you will be permitted to return and finish.” **[Discretely notify a candidate they have exceeded the station time limit.]**
- “There are ____ minutes remaining until the end of the exam. **[Announce time remaining at 60, 30, 15, and 5 minutes.]**

Stop Exam

[After the allotted exam time has elapsed, say,]

“Stop. Place your answer sheet in your exam booklets. Close your exam booklets, put your pencils down, and remain seated. I will now collect your exam booklets.”

[Collect Exam Materials and dismiss the candidates one by one.]